

# Wisconsin Department of Corrections

Governor Scott Walker | Secretary Cathy A. Jess

## Office of Detention Facilities

July 9, 2018

Captain Boris Turcinovic  
Milwaukee Police Department  
5<sup>th</sup> District Municipal Lockup  
2920 North 4<sup>th</sup> Street  
Milwaukee, WI 53212

**RE: 2018 Annual Inspection, 5<sup>th</sup> District Municipal Lockup**

Dear Captain Turcinovic:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37(3). The 2018 annual inspection of the 5<sup>th</sup> District Municipal Lockup was conducted on June 21, 2018. This report summarizes the results of the annual inspection.

### INSPECTION SUMMARY

**Physical Environment 349.07**

The 11 cells and adjacent booking area were inspected and found to be in relatively good condition. All doors and locks were found to be in working order. A Plexiglas window has been installed in the pre-booking waiting room in the sally port area where officers can now physically observe any detainee awaiting booking while the door is closed. This is a significant improvement. Inspections of cell and fire escape locks and doors are being recorded on a monthly basis pursuant to 349.12(3)(5). While on-site, a member of MPD's facilities complained about the odor emanating from the sewer drain in the sally port garage. Please have administrative staff from facilities review the problem with the drainage.

### **Sanitation and Hygiene 349.08**

The inmate hygiene supplies located at the facility were found to meet code standards. In large part, the areas of the detention and booking area were found to be clean and well organized.

### **Health Care 349.09**

The Milwaukee Police Department uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A spot review of the completed admission screens that are electronically recorded found that a health screening form is being completed on each individual being booked into the facility. Current Milwaukee procedure stipulates that medications will be placed with the arrestee's property and that no medications brought into the facility by an individual will be administered.

During the inspection it was revealed that a full copy of the health screening that is printed out and sent with a detainee to the Milwaukee County Jail was not occurring as the "officer observation" section was not being regularly printed out. Please ensure that the "officer observation" section is printed and sent with a detainee to the jail as it provides important information to the jail upon the booking procedure.

### **Fire Safety 349.10**

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspection by the Department of Neighborhood Services was completed on 5/15/18. Evacuation routes are posted and fire protection equipment in place should the need arise.

### **Records and Reporting 349.11**

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being booked into the 5<sup>th</sup> District Municipal Lockup. Since the last annual inspection in 2017, there has been one notification to this office regarding an unusual occurrence. All requested information and reports were promptly submitted to this office. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

### **Security 349.12**

As noted earlier, the facility was found in compliance of DOC 349.12(3)(5) Security Reporting, as records are being obtained for all monthly inspections. Cell checks are also being completed and documented as required. A review of completed daily cell block check cards found that security checks are generally being conducted and documented approximately every 15 minutes or at least 4 times per hour. Supervisory staff continues to be required to conduct a quality review of the cell check cards at least once per shift, which is an excellent practice.

### **Detention of Juveniles 349.21**

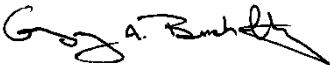
The 5<sup>th</sup> District Municipal Lockup is approved by the Department of Corrections for the detention of juveniles only when no adult detainees are present in the lockup. However, since the last inspection, no juveniles were held in a cell. Sight and sound separation between adults and juveniles is being maintained, as a majority of juveniles are continuously observed in an unsecured manner in either the roll call area of the facility or in the pre-booking room located in the sally port.

### **Approval**

The Milwaukee Police Department's 5<sup>th</sup> District Municipal Lockup is approved for the detention of adults for up to 72 hours and for the detention of juveniles for up to 6 hours when no adults are present in the lockup. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained.

I would like to thank your staff for their assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,



Gregory A. Bucholtz, Inspector  
Office of Detention Facilities

Cc: Alfonso Morales, Chief  
Lt. Liam Looney  
Kristi Dietz, ODF Director  
File

DEPARTMENT OF CORRECTIONS  
OFFICE OF DETENTION FACILITIES  
**MUNICIPAL LOCKUP INSPECTION SUMMARY**

Date: 7/9/18

DOC Approved Capacity: 11

Name of Facility: Milwaukee Police Department District #5

Name of Official in Charge: Captain Boris Turcinovic

Additional Contact Person: \_\_\_\_\_

**DOC REQUIREMENTS**

**DOC 349.07 Physical Environment**

Met	Not Met	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.07(2)(3) Single Occupancy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.07(4) Bed/Toilet/Water Supply
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.07(5) Windows/Detention Screens
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.07(6)(7) Security Door at Entrance with Detention-strength Locking Device and Security Glass Observation Opening
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.07(8) Exterior Lighting

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
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**DOC 349.08 Sanitation and Hygiene**

Met	Not Met	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(a) Towels and Soap - <i>supplies</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(b) Hygiene Items - <i>supplies</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(c) Jail Clothing/Footwear - <i>supplies</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(d) Blankets/Laundrying - <i>supplies, launder after each use</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(e) Mattresses- Waterproof and Fire Retardant
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(2) Cell/Holding Room Sanitation - <i>clean after each use</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(3)(4) & HFS 190 Food Preparation/Service - <i>documentation of meals</i> 349.09(6)

Remarks: \_\_\_\_\_  
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**DOC 349.09 and 349.17 Inmate Screening and Health Care**

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(1) 349.17	Admission Screening for Physical and Mental Health Problems
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(1)	Medical Care Provided - <i>documentation when provided</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(2)	Emergency Dental Care Provided - <i>documentation when provided</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(9)(3) 349.19	Control and Administration of Medications
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(5) 349.19(5)	Record of Drugs Administered - <i>documentation when provided</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(4)	Storage of Drugs - <i>secure area not accessible to inmates</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(5)	Notification of Next of Kin Upon Death of Inmate

Remarks:

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**DOC 349.10 Fire Safety**

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.10(1)	Fire Protection Equipment to Include Fire Extinguishers, Fire Alarms, Smoke and Thermal Detectors and Self-contained Breathing Apparatuses
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.10(2)	Written Policies on Fire Protection and Evacuation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.10(3)	Posted Evacuation Route
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.10(4)	Document Local Fire Inspection Every Six Months

Remarks:

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## DOC 349.11 Records and Reporting

Met	Not Met	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.11(1) Register of Inmates - <i>review</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.11(2) Lockup Log - <i>review</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.11(3) Records in a Secure Place
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.11(4)(a)(1) 48-hour Notification of an Inmate Death
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.11(4)(a)(2) 48-hour Notification of Attempted Suicide
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.11(4)(a)(3) 48-hour Notification of Inmate Injury and Hospitalization
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.11(4)(a)(4) 48-hour Notification of an Inmate Escape or Attempted Escape
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.11(4)(a)(5) 48-hour Notification of Damage to Lockup Affecting Safety or Security
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.11(4)(a)(5)(b) Information Requested by Division Shall be Promptly Furnished

Remarks:

\*N/A indicates no events which require a 48-hour notification to ODF

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## DOC 349.12 Security

Met	Not Met	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.12(1) Physical Inspection of All Areas Every 60 Minutes and Recorded in Log
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.12(1) Physical Inspection of Inmate Identified as Having Special Problems such as Mental Disturbances, Suicidal Tendency, Severe Alcohol or Drug Withdrawal Every 15 Minutes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.12(2) Three Complete Sets of Lockup and Fire Escape Keys
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.12(3)(4) All Lockup Personnel Shall Be Familiar with the Lockup System and the Lockup Facility in Event of Fire or Other Emergency. Staff Shall Be Knowledgeable About the Storage of Lockup and Fire Escape Keys.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.12(3)(5) Monthly Inspection of Cell and Fire Escape Locks and Doors to be Recorded in the Lockup Log

Remarks:

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Wisconsin State Statute Chapter 302, Prisons; State, County and Municipal

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.37(1)(b)	The Keeper of a Lockup Facility Shall Keep It In a Clean and Healthful Condition and Shall Serve Each Prisoner with Clean Water, Towels and Food
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.37(3)(b)	Keeper of a Lockup Facility Shall Furnish Toilet Facilities, Light and Heat
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.41	At Least One Person of the Same Sex Shall be On Duty to Supervise that Inmate
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.42	There Shall be an Attendant Present at Every Jail While There is a Prisoner in Custody
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.365	There Shall be a Policy and Procedure Manual in Effect and DOC Approved
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.38	Medical Care

Remarks:

ADDITIONAL INFORMATION

Detention Facilities Specialist

Mayor/President

Clerk

Address

Address

Administrator/Manager

Address